

**SAMPLE LETTER**  
**ONLY A SUGGESTION**  
**IF YOU WISH TO GIVE TO YOUR CAMPAIGN CONTRIBUTOR**

Date

Name  
Address  
City, State, Zip

Dear \_\_\_\_\_:

Thank you for expressing an interest in supporting my candidacy for the office of Mayor/City Commissioner of the City of Miami Beach.

As a potential financial supporter, I wish to inform you that the Mayor and Members of the City Commission passed ordinances which prohibit certain campaign contributions.

As a campaign contributor to my campaign, your knowledge of these ordinances will assist in assuring that my campaign accepts only legitimate contributions. It is recommended that you read the complete ordinances which can be found on the City's website. The following are excerpts from the ordinances:

**Ordinance No. 2003-3389. Prohibited Campaign Contributions by Vendors.**

No vendor shall give a campaign contribution directly, indirectly to a candidate, or to the campaign committee of a candidate, for the offices of mayor or commissioner.

A person or entity who directly or indirectly makes a contribution to a candidate who is elected to the office of mayor or commissioner shall be disqualified for a period of 12 months following the swearing in of the subject elected official from serving as a vendor with the city.

**Ordinance No. 2003-3393. Prohibited Campaign Contributions by Lobbyists on Procurement Issues.**

No lobbyist on a present or pending bid for goods, equipment or services or on a present or pending award for goods, equipment or services shall solicit for or give a campaign contribution directly or indirectly to a candidate, or to the campaign committee of a candidate, for the offices of mayor or commissioner.

A person who directly or indirectly solicits for or makes a contribution to a candidate who is elected to the office of mayor or commissioner shall be disqualified for a period of twelve months following the swearing in of the subject elected official from lobbying the City Commission in connection with a present or

pending bid for goods, equipment or services or on a present or pending award for goods, equipment or services.

**Ordinance No. 2003-3394. Prohibited Campaign Contributions by Real Estate Developers**

No real estate developer shall give a campaign contribution directly or indirectly to a candidate, or to the campaign committee of a candidate, for the offices of mayor or commissioner.

A person or entity who directly or indirectly makes a contribution to a candidate who is elected to the office of mayor or commissioner shall be disqualified for a period of 12 months following the swearing in of the subject elected official from becoming a real estate developer.

**Ordinance No. 2003-3395. Prohibited Campaign Contributions by Lobbyists on Real Estate Development Issues**

No lobbyist on a present or pending Development Agreement with the City, or application for change of zoning map designation or change to the City's Future Land Use Map shall solicit for or give a campaign contribution directly or indirectly to a candidate, or to the campaign committee of a candidate, for the offices of mayor or commissioner.

A person who directly or indirectly solicits for or makes a contribution to a candidate who is elected to the office of mayor or commissioner shall be disqualified for a period of twelve months following the swearing in of the subject elected official from lobbying the City Commission in connection with a present Development Agreement, in connection with a Development Agreement that is currently being negotiated, or in connection with a present or pending application with the City for a change of zoning map designation or a change to the City's Future Land Use Map.

I \_\_\_\_\_ (Donor Name) have reviewed the above and affirm compliance.

\_\_\_\_\_  
**Signature**

I wish to thank you for having expressed your support.

Sincerely,

City of Miami Beach  
Candidate